

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Program Specialist - Recreation	<u>Revision Date:</u>	01/08
			<u>EEO Function:</u>	Parks & Rec
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30608

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Division Head, coordinates, organizes and supervises Sandy City recreation youth and adult programs, classes and special events so they meet the needs of the community.

III. Essential Duties:

- Assist Recreation Coordinators with programs and events as assigned.
- Plan assigned youth programs, special events, sports and leisure activities.
- Prepare accurate written program information for news releases and monthly newsletters.
- Provide rosters and schedules for coaches and instructors of each sport.
- Organize participants into teams or classes for each program.
- Set rules of play and conduct for each sport or activity.
- Enforce all activity site rules and regulations.
- Organize and set up tournaments, leagues and clinics, and/or races for each sport.
- Order shirts, hats, uniforms, trophies, medals, ribbons, supplies and other equipment for each sport.
- Assist in program evaluation.
- Process payments and fees for programs assigned.
- Maintain participant registration files.
- Hire, train, motivate, schedule and supervise site supervisors, instructors, officials and referees in their duties. Keep and submit accurate payroll records.
- Train and instruct coaches in proper coaching procedures.
- Identify requirements for staffing, equipment, space, revenue/expenditures and scheduling.
- Administer the program risk management and safety standards.
- Prepare and monitor yearly budget for each program and keep accurate records.
- Inventory activity equipment and supplies.
- Prepare and submit purchase requests.
- Maintain communication with other departments and divisions.
- Handle complaints, questions and concerns.
- Maintain a neat well-groomed appearance.

IV. Marginal Duties:

- Perform other duties as assigned.
- Maintain City Parks and Recreation Facility.
- Assist in bid process for large orders of equipment, trophies, t-shirts, etc.
- Report any field or facility problems to Recreation Division Head.
- Receive telephone calls and walk-in public, directing individuals to appropriate personnel and responding directly to matters concerning routine office business.
- Provide office support, answer phones, and interact with the public.

V. Qualifications:

Experience/Education: Bachelor's Degree in Recreation Management or related field preferred. High School Diploma or equivalent required. One year experience working with children and/or youth and adult sports; minimum one year experience in organizing, coordinating and supervising youth sports and/or special events; must be 21 years of age or older.

License/ Certification: Must possess a valid Utah Driver's License; CPR and First Aid certification required within 30 days of hire. Must possess all required state licensing within 6 months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Sports programs (in depth knowledge required of assigned sports); principles of recreational programming to include goals and objectives of the community; proper English usage, spelling, and vocabulary; computer equipment and software; knowledge of OSHA safety standards and other risk management principles.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees. Responsible for the safety and well being of the children in the assigned programs. Great responsibility to develop and maintain positive relationships with the parents of the children enrolled in the programs.

Communication Skills: Contacts with other departments furnishing and obtaining information. Work well with adults and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with executive director, employees, staff, and the public; contacts requiring tact and judgement to avoid friction and obtain the desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; frequent use of a computer (recreation programming software), fax machine; and occasional use of a calculator and computerized scoreboard control panel, and city vehicle.

Analytical Ability: Follow written and verbal instructions. Organize persons of high rank; organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation; operate computer and telephone systems.

VII. Working Conditions:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling; must be able to lift up to 25 lbs.; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____